Re. HandyDup Installation

1. Check that you got everything according to the **Packing List**.

HandyDup
The HandyDup
USB cable
BOS package CD

2. **Install Software** according to the attached pages 2-3.

3. Study the **BOS Manual** that you find on the Desktop when the software has been installed and/or the pictogram that you got with the HandyDup. (Copy attached for convenience.) You might also find the video clips on www.handydup.com useful.

On installation

You can skip this section if you do not feel that you need any advice on how to install software.

0. OLD FILES
You can run the setup without uninstalling older versions of the BOS PACKAGE. Installation will not affect your old events. That is to say, you do not have to do anything with those. All old events (and files belonging to them) will appear after upgrade.
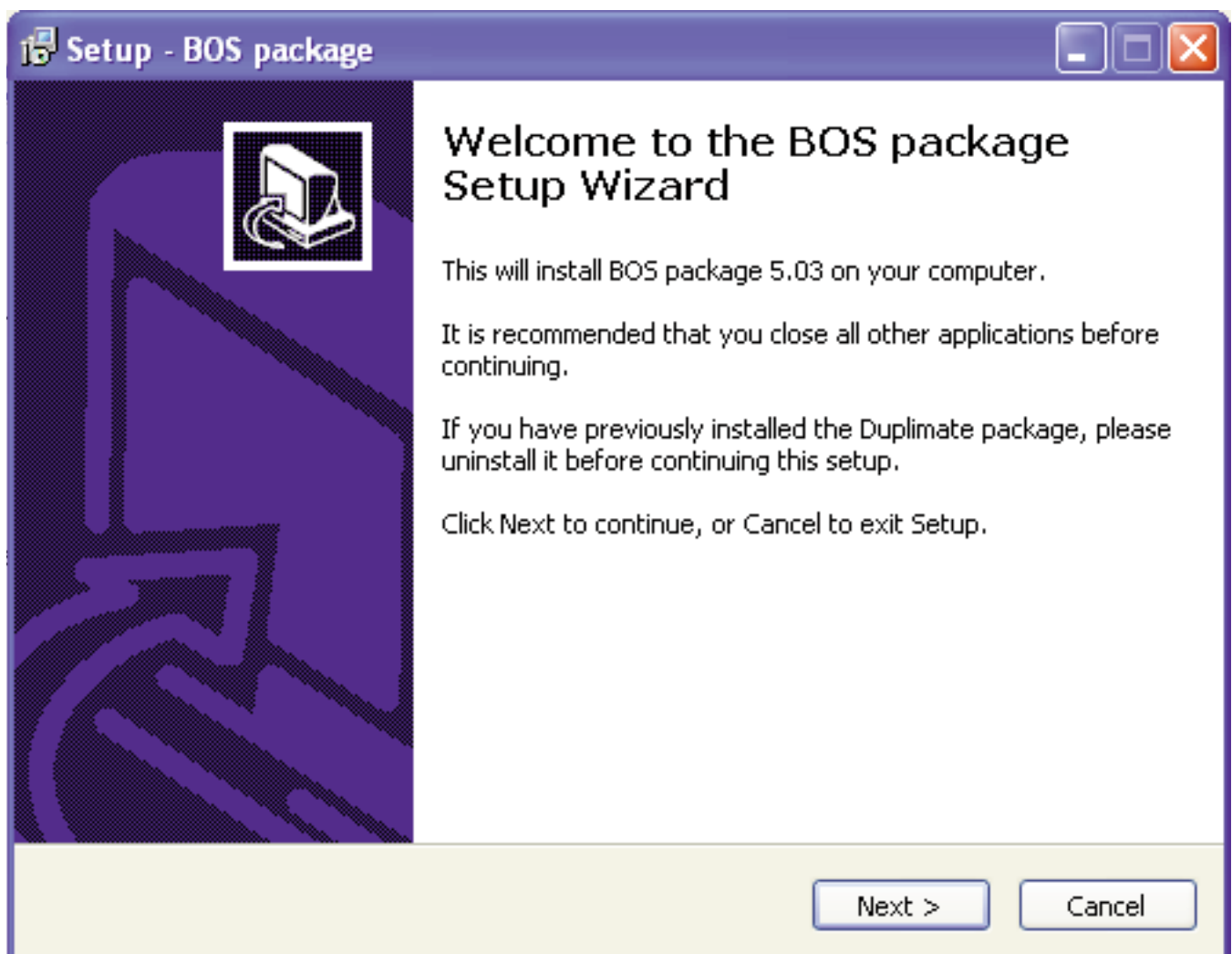
Duplimate package
You must uninstall the DUPLIMATE PACKAGE, however, if you have that, cf. the Uninstall headline below.
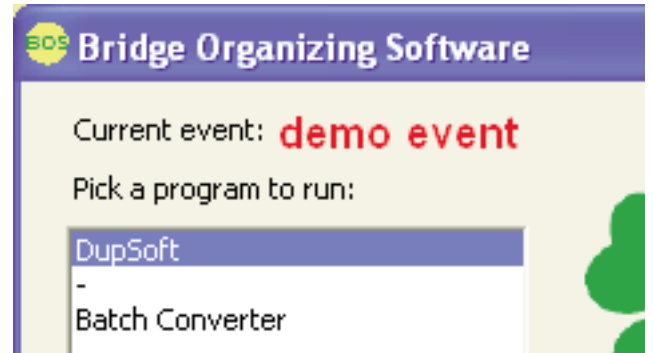
1. INSTALLATION
Insert the BOS package CD.

If you downloaded the package from the Internet, or if the message shown below doesn't show when you have inserted the CD, click the SETUP **program.exe** file in the BOS package folder and you will be on track. (You might have to unzip the downloaded file before you can click on the SETUP program.)

Setup - BOS package

Welcome to the BOS package Setup Wizard

This will install BOS package 5.03 on your computer.

It is recommended that you close all other applications before continuing.

If you have previously installed the Duplimate package, please uninstall it before continuing this setup.

Click Next to continue, or Cancel to exit Setup.

[Next >] [Cancel]

2. ADDITIONAL SETUPS

The Duplimate installation will launch a series of installations needed for the software in the package. This is so for legal reasons. You should accept all installations and OK all messages that appear until the entire setup is (eventually) completed.
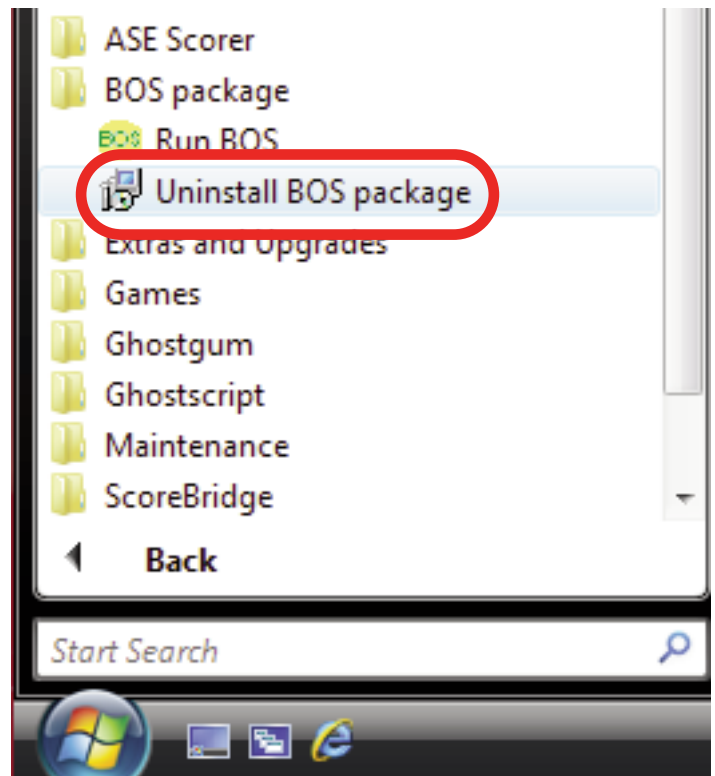
3. SETUP COMPLETED

The BOS icon should appear on the screen when the installation has been completed. If not, go to C:\BOS and create a shortcut manually.

UNINSTALL

You can either use Windows Add/Remove function, or use the shortcut in START/PROGRAMS/ BOS PACKAGE/UNINSTALL BOS PACKAGE.
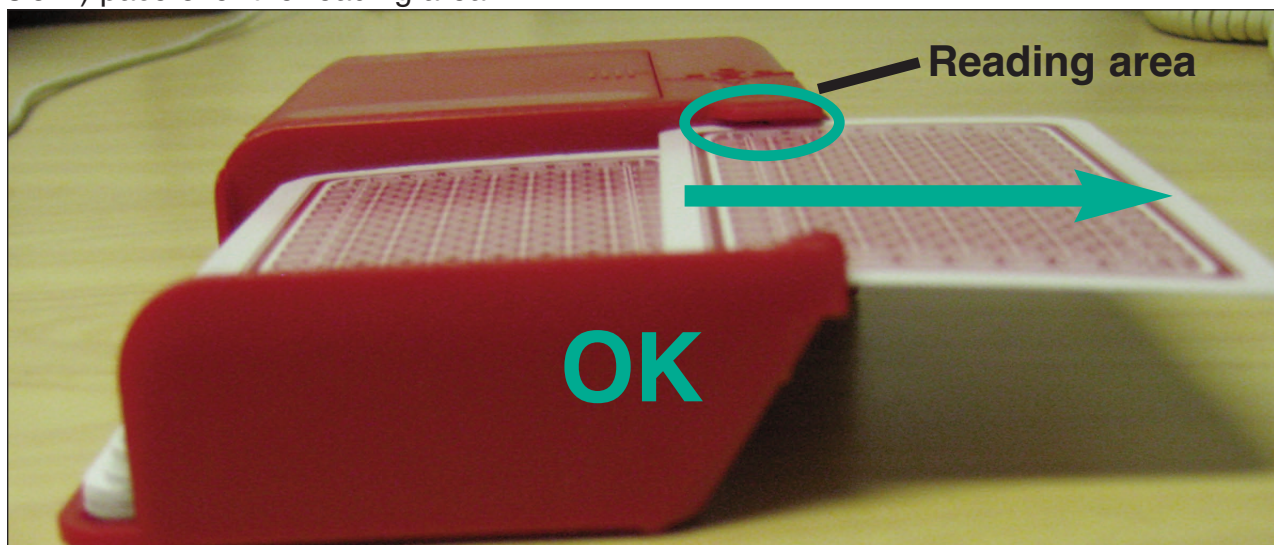
When you upgrade from Duplimate package to a BOS package, the shortcut to uninstall the Duplimate package is START/PROGRAMS/ DUPLIMATE PACKAGE/ UNINSTALL DUPLIMATE PACKAGE.

Note that uninstall will not remove your old events. Therefore you will not have to move any old Duplimate package events before you uninstall.
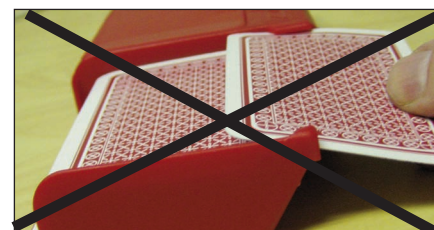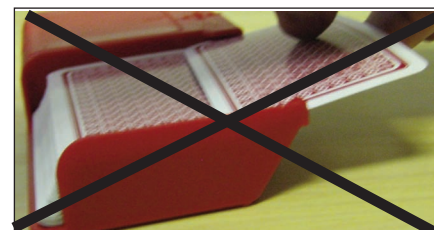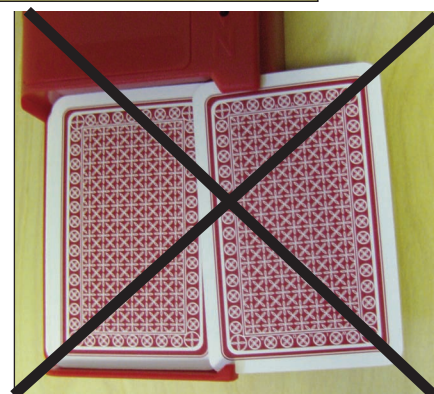
HandyDup instructions for use

You will probably have to practice to become familiar with the technique required for error free "HandyDuplication". The trick is to pull the cards along a straight, horizontal line at a steady (not too slow!) pace over the reading area.

Reading area
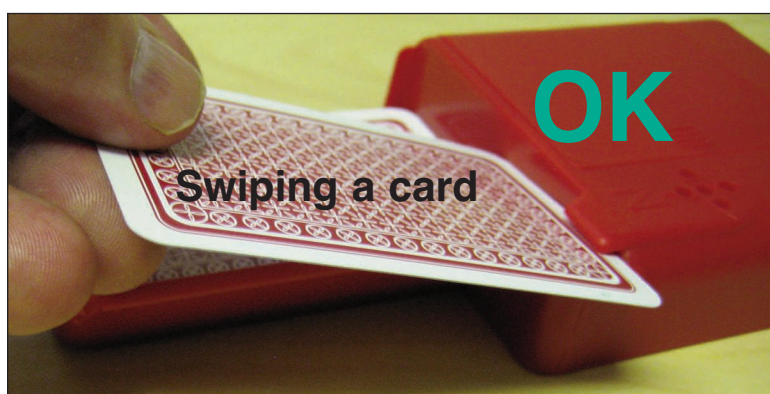
OK

Or, to put the same thing in other words:
— varying speed
— tilting the cards
— pulling the cards upwards or downwards
(while the barcode passes the reader) will make the HandyDup error prone.

If there is a card that was not properly read ALL LAMPS will be lit. When this happens, you should (re)draw THE SAME card again. Note that it is not necessary to put the card back into the hopper; you can swipe it in the same way as you would swipe your credit card, cf. illustration below.

If the RED LIGHT is lit (but not the green lamps surrounding it), it means that the same barcode has been found twice. This can be caused by a misread, or by a faulty deck. When the red lamp has been lit, you have to re-do the entire duplication by putting all cards back into the hopper.

OK

Swiping a card

c.f. www.handydup.com/instructions

HANDYDUP PROBLEMS

1. DISTURBANCES VIA THE POWER SYSTEM

If all lamps blink as soon as a card comes over the reader, then the USB cable picks up a disturbance. Keep the USB cable as far away from everything electric as possible. Laptops are best run on battery during duplication. Try to connect to another PC if problems persist

2. DISTURBANCES IN THE AIR

If no lamp is lit as soon as a card comes over the reader (c.f. p. 1 above), but all lamps are lit EVERY time you pull out a card, please relocate the PC, if possible, or try another PC that is in another position. It can be that you have to move the PC only a short distance, but it can also be that the entire building has disturbances that make the HandyDup misread the cards.

3. OTHER DISTURBANCES

If all lamps are lit occasionally (i.e. not always) when you pull out the cards you only need to practice somewhat to have disturbance free duplication. The general advice is to let the edge of the cards slide against the side of the hopper (encircled in illustration), c.f. the HandyDup instruction sheet (attached for convenience).